

Membership Secretary Handbook



A complete guide to Woodcraft Folk Membership & DBS/PVG Disclosures England/Wales & Scotland

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1. District Membership Secretary (England & Wales)

Overall role and responsibility

To be responsible for recruiting new members, supporting them to complete their Woodcraft Folk membership application & DBS disclosure application form online and seeking references for all volunteers working directly with children and young people in your Woodcraft Folk district.

Specific responsibilities

1. Be aware and up to date on Woodcraft Folk policies, particularly Safeguarding Children (vetting procedures), equal opportunities, volunteering policy, Data protection and the Recruitment of Ex-Offenders.
2. Promote the benefits of Woodcraft Folk membership to parents, children, Venturers, District Fellows and potential volunteers.
3. Meet all new candidates signing up for membership, assisting them to complete a Woodcraft Folk membership application form, DBS disclosure application and check their photographic identity and other identification.
4. Seek 2 references for all new members wanting to work with children and young people in your Woodcraft Folk district, informing the Membership & Groups Officer when satisfactory references have been received.
5. Forward all completed membership applications to the Membership & Groups Officer.
6. Verify online DBS applications on the GBG website.
7. Witness outstanding DBS certificates for members who have a caution or conviction and report back to the Membership & Groups Officer.
8. To access the online Membership database on behalf of your district.
9. To support the Membership & Groups Officer in reminding existing members to renew their membership annually and update their DBS disclosure every 3 years.
10. To identify non-active member, so that their membership status may be changed to Friends of the Folk member or be removed.
11. Keep confidential all personal records held on Woodcraft Folk members in your district.
12. To keep up to date with the latest changes to the Disclosure & Barring Service.
13. Report regularly on the membership situation to the District Council and provide information to group leaders and camp organisers as required.

Key Contacts

You should be in regular contact with your local District Coordinator, local Safeguarding officer and Group contacts. You are also encouraged to seek clarification on membership or disclosure issues by contacting the Membership & Groups Officer on 020 7703 4173 or membership@woodcraft.org.uk.

Recommended partner links

To assist in duties you may find it useful to develop links with your local Volunteer Centre and Safeguarding Children Board. Both should be able to provide guidance and training on volunteer recruitment, selection and safeguarding issues.

NB: Please note some districts choose to delegate some of these tasks and may recruit 'Group Membership Secretaries' and 'Volunteer Coordinators', where this happens the District Membership Secretary is responsible for recruiting, training and supervising those who carry out the delegated tasks.

2. District Membership Secretary (Scotland only)

Overall role and responsibility

To be responsible for recruiting new members, supporting them to complete their Woodcraft Folk membership application & PVG application form and seeking references for all volunteer working directly with children and young people in your Woodcraft Folk district.

Specific responsibilities:

1. Be aware and up to date on Woodcraft Folk policies, particularly Safeguarding Children (vetting procedures), equal opportunities, volunteering policy, Data protection and the Recruitment of Ex-Offenders.
2. Promote the benefits of Woodcraft Folk membership to parents, children, Venturers, District Fellows and potential volunteers.
3. Meet all new candidates signing up for membership, assisting them to complete a Woodcraft Folk membership application form, PVG application form, CRBS coversheet and check their photographic identity and other identification.
4. Seek 2 references for all new members wanting to work with children and young people in your Woodcraft Folk district, informing the Membership & Groups Officer when satisfactory references have been received.
5. Forward all completed membership & PVG application forms to the Membership & Groups Officer for processing.
6. To access the online Membership database on behalf of your district.
7. To support the Membership & Groups Officer in reminding existing members to join the PVG scheme.
8. To support the Membership & Groups Officer in reminding existing members to renew their membership and annually.
9. To identify non-active members, so that their membership status may be changed to Friends of the Folk member.
10. Keep confidential all personal records held on Woodcraft Folk members in your district.
11. Report regularly on the membership situation to the District and provide information to Group leaders and camp organisers as required.

Keys contacts

You should be in regular contact with your local district Coordinator, local Safeguarding officer and group contacts. You are also encouraged to seek clarification on membership or disclosure issues by contacting the Membership & Groups Officer on 020 7703 4173 or membership@woodcraft.org.uk.

Recommended partner links

To assist you in your duties you may find it useful to develop links with your local Volunteer Centre who should be able to provide guidance and training on volunteer recruitment, selection and training opportunities.

NB: Please note some districts choose to delegate some of these tasks and may recruit 'Group Membership Secretaries' and 'Volunteer Coordinators', where this happens the District Membership Secretary is responsible for recruiting, training and supervising those who carry out the delegated tasks.

3. Becoming a Member of the Woodcraft Folk – An Overview

Membership types

Friends of the Folk – For those who wish to support and show a commitment to the aims and principles of the Woodcraft Folk and receive regular information about the organisation.

Active Member – For those adults and young people who demonstrate their commitment to the aims and principles of the Woodcraft Folk by actively volunteering with children and young people in group settings or residential activities.

- *Membership needs to be renewed on an annual basis from the date on which the individual joined.*
- *If a Friends of the Folk member wanted to increase their involvement and begin to volunteer in any of the circumstances described below they would need to become an active member and contact the Membership & Groups Officer on either 020 7703 4173 or membership@woodcraft.org.uk.*

Who needs to be a member?

In the following circumstances these people should be members of the Woodcraft Folk:

1. All adult members who have the intention of regularly volunteering with children and young people aged under 18years at group nights or in other Woodcraft Folk settings.
2. All adult members intending to participate in and support an overnight camp or residential for Woodchip, Elfins, Pioneers and Venturers.
3. All adults who take up a group, district, regional and national officer role e.g. Chair, Treasurer, Secretary, Group Leader
4. District Fellows (Dfs)

In addition Under 16's should be encouraged to become members of the organisation. Under 16 Membership is free up until a young person's 16th birthday. Parents and occasional helpers should be encouraged to learn more about the Woodcraft Folk by becoming a member.

Membership Benefits

The following table describes some of the other member benefits:

Friends of the Folk	In addition Active Members receive
Receive regular copies of the Courier and the monthly e-newsletter	Access to training on a local, regional and national level
Contribution financially to a worthwhile organisation	Opportunities to influence the organisation through existing democratic structures
Subsidised bookings at Woodcraft Folk Centres	Free activity guides and resources for group work
Signing up to the aims, principles and programme of Woodcraft Folk	Insurance for group activities and individuals
Being part of a movement with social and political objectives	Taking part in regional, national and international projects, camps and meetings

Ways to sign up for Woodcraft Folk Membership:

Individuals can now sign up for Woodcraft Folk membership either by **paper application form** or via the **online sign up** on the woodcraft website.

- Applicants for Friends of the Folk members need only complete the Woodcraft membership form (paper/online) or Friends of the Folk leaflet.
- Applicants for active membership must also complete a DBS/ PVG disclosure application form. It is important that the individual completes both the membership (paper/online) and DBS/PVG application forms.
- Members in England must now complete their DBS applications online. Scottish members must still continue to complete a paper PVG form.

Online Membership Sign Up

Members who apply online (www.woodcraft.org.uk/join) are required to provide all their personal information, contact details, referee contact details and membership type via the online sign up. They can then continue and pay their membership fee either by credit/debit card or direct debit.

What happens at Folk Office?

Once we've received notification via the website that a new member has signed up. The Membership & Groups Officer will do the following:

1. Email the new members welcoming them to the Woodcraft Folk and advising them that they need to complete a DBS/PVG disclosure, get in touch with their local Membership Secretary and complete any missing information on their online form.

2. Members in England will receive instructions on how to complete a DBS application form online by email.
3. Members in Scotland will receive a paper PVG application form in the post to complete with the support of their Membership Secretary.
4. Advise new online members to signpost their two referees to the online reference form available on the website. Routine chase emails will be sent to new members who do not have two references.

Role of the Membership Secretary (Online Membership Applications)

1. Routinely check the Membership database to see whether new members have applied for membership online in your district.
2. Using the contact details available on the database contact the new applicant advising them you have received notification of their membership, request the contact details of their two referees (if details not provided) and offer support with completing their DBS/PVG application form.
3. If an applicant pops up on your list and is not a member of your District contact Folk office who will contact the new member for further information.
4. Seek references for the new member. You may need to chase the new members if they've not provided you with the contact details of their two referees or have signposted their referees to the online form.
5. Support new applicants with completing their online DBS/PVG form.

Do's, Don'ts and things to know

1. If a new member is not involved in your district we will continue to chase them by email and letter to establish what role they have in the folk.
2. Please do not send or verify DBS/PVG applications for members who have not yet applied for membership as there application forms will be returned to them as we have no record of them here at Folk office which creates more work. Also DBS applications carry a £7 charge so we should try our best to ensure only members make applications via the online system.
3. New members who sign up via our website do not need to complete a paper membership application form. All personal details have been provided via their online sign up.
4. We will continue to chase members for their DBS/PVG applications if they do not provide one in reasonable time of submitting their membership application. New members who do not provide one should not attend overnight stays or regularly help out at group nights as per our [Safeguarding – vetting procedures 2014](#).

Completing a paper Membership Application

Paper application forms are available from Folk Office or available for download on our website.

www.woodcraft.org.uk/resources/membership-application-form

Applicants must ensure to complete the form in the full, including details of both their referee and signing & dating the declaration. As Membership Secretary you will need to complete the 'Membership Secretary Declaration Box' on their application forms.

It should be noted that we only have the right to ask people to complete a DBS/PVG Disclosure application if they clearly and voluntarily show that they want to become a member and wish to regularly volunteer with children and young people or take on other responsible positions.

Membership Secretaries MUST complete the 'Membership Secretary Declaration Box' on every application. Below are notes on completing the Membership Secretary Declaration box. There are a series of statements with tick boxes. You must tick any and all the boxes that apply to the application and then sign the declaration, clearly writing you name district/ lone group and date.

The applicant is under 18 years of age and does not volunteer	Venturer and DFs under 18 can also use this membership form. They do not have to complete a DBS disclosure application unless that are actively involved in volunteering with children and young people or taking on a role of responsibility.
I have checked the applicant's ID	Comprehensive notes on checking ID are included in this pack and should be done by Membership Secretaries.
I have met the applicant and checked their PVG form	Check that forms are filled correctly, that the print is clear (black or blue ink and block capitals) and the forms have been signed and dated as per the guidance (<i>Scotland only</i>)
I have signposted the applicant to complete an online DBS application form	Members in England & Wales should be signposted to www.woodcraft.org.uk/dbs-online along with the code word 'icamp' to create and complete their online DBS application form.
I have verified the applicants online DBS application	Once a member has completed their online DBS application form the Membership Secretary needs to witness their identity documents and input these details onto the online system. Once this is completed the application is sent directly to the Disclosure & Barring Service for processing.
I have requested a reference	Requesting references is a requirement for all new membership. Use the standard letter provided by Folk Office or the online reference form available on the website (<i>more details available on page 9</i>). Normally, you can send forms etc to Folk Office before you've received a response from the referee. When you get the reference, fill in a reference notification form and send to the Membership and Groups officer. More information in Reference Request Guidance.
I have received a satisfactory reference	Where time allows or a referee supplies a satisfactory reference by return tick this box. If you have doubts about suitability of an applicant as a result of the response from a referee contact the Membership & Groups Officer.

They will be a supervised members

Members who volunteer in a group but do not provide personal care or attend overnight stays can select to be a supervised member. They must ensure to tick the relevant box on the application form and give us the named member who they've chosen to be their supervisor.

4. Requesting References

Seeking references are an important part of our membership procedure. **Membership Secretaries are required to request 2 references for each new member who is engaged in any childcare role within the Woodcraft Folk.**

All referee information should be provided on the membership application form. In the case of [online members](#) **Membership Secretaries will need to contact these members directly for this information.**

It's important that you gain references for every member in a childcare role as they describe an applicants' suitability to work with children and young people, whereas DBS/PVG certificates only inform us of past criminal convictions and cautions (*someone who could be deemed as unsuitable may not necessarily have a criminal record*).

To assist Membership Secretaries in requesting references there are (*available in appendices*):

1. **New!! Online reference form for referees to complete and submit directly to Folk Office.**
www.woodcraft.org.uk/online-reference. *More instructions below.*
2. **Standard reference request letter**
3. **Referee form with sample questions (*can be used for both written and verbal references*)**
4. **Reference notification sheet**

You should seek written, verbal or emailed references from the applicants:

- **Employer, or previous employer**
- **Work colleagues**
- **Teacher or Lecturer**
- **Doctor**
- **Friends**
- **Previous or other volunteer placement**

It is good practice to seek references from non-Woodcraft Folk members, and with this in mind you should always try and obtain at least one external referee.

If you do not receive a written reference you, can either:

1. **Chase the original referee by phone, and encourage them to complete the form**
2. **Phone the referee and make notes on the conversation**
3. **Ask the applicant for an alternative referee**

If you are concerned about anything written in a reference you can, either:

1. **Ring the referee to clarify or seek further information**
2. **Contact the Membership & Groups Officer on 020 7703 4173 for support.**

Once you've received satisfactory PAPER references it is important that you:

1. **File the references safely in line with our data protection guidelines**
2. **Contact the Membership & Groups Officer to confirm receipt, you can do this by email or complete the reference notification sheet.**

How long should we keep references for?

1. **All current members' references should be kept on file whilst they're still volunteering in a group.**
2. **If a volunteer ceases their involvement then we should hold their reference for 3 years after which time they can be destroyed. Although a record should be kept that they were collected and deemed acceptable. For more advice on record keeping see our ['Reporting and Record Keeping Guidelines'](#)**

How does online referencing work? www.woodcraft.org.uk/online-reference

In our attempts to improve the uptake and submissions of references for new members we've created an online referencing system. Referees can now be directed to an online form which can be completed and submitted directly to Folk office. Membership Secretaries will no longer need to notify Folk Office of receipt as the information will come directly to the office via the form.

Folk Office will then upload these references to the member's individual record on the membership database which you can then be accessed by the Membership Secretary.

This system will support Membership Secretaries in their role and free up their time as some of the responsibility of requesting references is now shared. New members should be encouraged to forward the link directly to their referees and they are advised of this in their welcome email.

To ensure 100% uptake Folk Office will email new members a monthly reminder them to ask them to provide contact details of their referee details or signpost their referees to the online form.

For further advice and guidance on seeking references please contact the Membership & Groups Officer at membership@woodcraft.org.uk or 020 7703 4173.

In the essence of a prompt service Folk Office will process membership and DBS/PVG applications promptly on receipt, unless you inform us of any concerns. As such it could be possible for a member to receive their membership details before references have been confirmed.

5. DBS & PVG Disclosure Guidance

In England and Wales all individuals 16years or over who engage regularly in an unsupervised role that involves the care, supervision, instruction or education of children (*regulated work*) are required to complete and Enhanced DBS application form.

In Scotland all individuals over 14years who regularly undertake similar activities are required to become a member of the PVG scheme.

We define regularly to mean:

- More than once a month
- Intensively, more than four days in a month
- Overnight or between the hours of 2am and 6am

However in line with changes to the DBS regulations it is possible for some volunteers to be 'supervised', and therefore they will not be required to complete a DBS application. *For more information see Section 8 – Supervised Members.*

What is DBS? The Disclosure & Barring Service is an Executive Agency of the Home Office that helps organisations make informed recruitment and licensing decisions by offering access to police and government records.

What is PVG? PVG is the 'Protecting Vulnerable Groups Scheme'. All PVG applications are sent to the CRBS the clearing house for Volunteer PVG disclosures in Scotland. The CRBS is registered body with Disclosure Scotland part of the Scottish Executive.

DBS application forms (England only) should be completed via our online system. Members should be signposted to www.woodcraft.org.uk/dbs-online.

All PVG forms (Scotland only) are available from Folk Office on request. Guidance is provided inside each form as an insert (*see appendices*). **Please note that we currently only process hard copy PVG forms.**

The Membership Secretaries role in the DBS Disclosure Process

As a Membership Secretary in England and Wales your role in this process is 'the recruiter' or 'responsible person' who deals with all new membership applications.

Your role:

1. To identify whether the new member requires a DBS disclosure.
2. Explain the process to new members, sharing with them relevant policies and supporting documentation.
3. Sign post members to the online DBS system.
4. Verify the applicants ID. *Further information on verifying a members ID can be found in section 6.*
5. How to verify a members DBS application can be found in the 'DBS online guidance for Membership Secretaries' (*appendices 21*)

If the volunteer has completed a paper membership form this should be forwarded to Folk Office. The online DBS application will be forwarded to the Disclosure & Barring Service electronically for processing.

DBS online overview (England & Wales only) –

For more instruction on how to use the system see our [DBS online guidance](#)

In 2016 we took the decision to introduce a DBS online system to improve our DBS compliance. We contracted 'GBG disclosures' to process our online applications. As we're no longer a regulated body of the Disclosure & Barring service we can not process paper DBS applications.

Members can now go on to the online system and using the code word 'icamp' to create and complete their Woodcraft Folk DBS application form. The online form has identical questions to those that were on the paper form.

When an application is completed the registered Membership Secretary will be emailed an alert that there is an application form ready to be verified online. As part of the verification process you **MUST** witness the applicant's identity documents and then input these ID details on to the online system. Full details on how to verify an online application are available in the '*DBS online guidance*' *appendices 21*.

Once an application has been verified it will be sent electronically direct to GBG who will check the form, countersign and send to the Disclosure & Barring service for processing. The turnaround for processing DBS applications can be anything from 8hrs up to 4 weeks. However we've found that they're a lot quicker than paper applications.

All Membership Secretaries will have their own personal login for the online DBS system which will take them to their Districts area on the GBG site. In this area they'll be able to **verify DBS applications, track DBS applications** and **check any pending or queried applications**. If you do not already have your login for the GBG website or wish to add an additional verifier for your District email info@woodcraft.org.uk.

One of the main benefits to moving to DBS online is that we'll no longer need to rely on Membership Secretaries to witness DBS certificates because the online system provides us with the outcomes of each certificate. We'll only request Membership Secretaries to witness certificates if the system has advised us that there is a conviction/caution/warning listed that we need to vet.

DBS Disclosure certificates (England & Wales)

From the 17th June 2013 the Disclosure & Barring Service stopped producing certificates for organisations. Only the applicant now receives a copy of their DBS certificate. This was introduced by the Disclosure & Barring service to give applicants more control over their personal data.

Members who have completed paper DBS application forms will still have to show us a copy of their returned DBS certificate if they have a caution or conviction. We require the help of all Membership Secretaries to facilitate this process by checking the member's certificates and reporting back to Folk office by completing a '**DBS returns form**' (*example in appendices*).

Folk office will need to the following information:

- Member's name
- Certificate number & Date of issue
- If any convictions, warnings, reprimands, cautions are listed? If yes, provide all details.

If any convictions are listed on a members DBS certificate please ensure to treat this both sensitively and confidentially. On receipt of any DBS return forms with convictions listed Folk Office will carry out a risk assessment in accordance with our Members Screening policy (full copy available in the appendices) and will notify both the Membership Secretary and member of the outcome.

If a member misplaces their certificate before it is witnessed they will need to request a reprint from the Disclosure & Barring Service directly. The DBS give applicants only 90 days from the date of their certificates issue to request a reprint. Unfortunately there is nothing we can do if a member has missed the cut off point.

The DBS Update Scheme: - also available at www.woodcraft.org.uk/update-service

The Disclosure & Barring Service introduced the DBS Update Service in 2013. Being part of the Update Service means DBS certificates are routinely kept up to date so they can be used by different organisations and an applicant will only ever need ONE DBS certificate. Instead of applying for a new DBS each time an organisation can run an online check on the applicant's certificate to find out whether there has been a change in their criminal record since the certificates issue.

The system has been set up for individuals to subscribe to the Update scheme separately to completing their DBS application. They can either apply whilst their application is in processing or within 19days of receiving their DBS certificate. Subscription is free of charge for volunteers

Woodcraft Folk members can apply directly to the Update Scheme by going to www.gov.uk/dbs **or Folk Office can sign them up to the scheme. All they'll need to do is either:**

- Advise Folk Office by email or
- Fill in the tick boxes found on both the online and paper membership form.

In addition to this members can also give us permission to automatically renew their DBS (*every 3 years*) by running the online check without needing to contact them as long as they're a current member of Woodcraft Folk.

If a member has subscribed to the Update service using a DBS certificate from another organisation they'll need to complete an '**Online Update Service Check form**' and have their original DBS certificate witnessed by the Membership Secretary. The Online Update Service check form asks for their DBS certificate number, date of birth and consent for us to carry out an online status check instead of completing another DBS application form.

If a member has subscribed to the Update service *using their Woodcraft Folk DBS certificate* and has not given

us permission for automatic checking they'll need to complete an '**Online Update Service Check form**' when they're due for renewal giving us permission to run the check. We'll not need their certificate to be witnessed.

Please note we'll only accept DBS certificates from other organisations if the member has joined the Update Scheme using that particular certificate.

The Membership Secretaries role in the PVG Disclosure Process (Scotland only)

1. To identify whether the new member requires to join the PVG scheme or is already an Existing member of PVG. Existing members of PVG need to complete a different application to those who are applying for the first time.
2. Explain the process to new members, sharing with them relevant policies and supporting documentation.
3. Check the application form to ensure it has been completed properly and is consistent with information give on the individual's Woodcraft Folk Membership application form.
4. Verify the applicants ID. *Further information on verifying a members ID can be found in section 7.*
5. Complete PART E of the application form, the CRBS coversheet and Woodcraft Folk ID declaration as instructed by the guidance. *For more detail see section 7.*
6. Forward the Membership form, coversheet, Woodcraft Folk ID declaration form and PVG application together to the Membership & Groups Officer.

Existing members of the PVG scheme (Scotland only)

In some cases new members may have already joined of the PVG scheme via different organisation. Instead of applying to join the PVG these members must complete an 'Existing PVG Scheme Member Application' form so that we can run a status check on their membership. This 'Existing PVG Scheme Member Application' form only requires the applicant's personal details and their PVG Scheme ID number. Along with helping them complete their application you will also need to, verify their ID, complete a CRBS coversheet and a Woodcraft ID declaration. Instructions on how to complete the application are provided as an insert in every form.

Whilst checking the application form, please be mindful of mistakes and follow the instructions provided as an insert inside every form.

The following dos and don't should also ensure PVG applications are processed as smoothly and efficiently as possible:

- Do:**
- Make sure you use BLACK or BLACK INK throughout and write clearly in BLOCK CAPITALS ONLY.
 - Check to ensure the applicant is completing a Woodcraft Folk Disclosure form. If the organisation name is not printed on the front of the form please discard.
 - Place only one letter or number in the box
 - Cross out any errors on the form and amend the correction to the right of the error. If there is no space to write next to a particular piece of information, please write as close to the text as possible.
 - Ensure the both the form reference number the applicants name are noted on the continuation sheet (if applicable).
 - Follow the guidance provided when checking application forms to ensure all mandatory fields are complete.
 - Ensure signatures keep within the space provided in the box and only BLACK INK is used.

Don't:

- Use staples to attach any cheques, continuation sheets or additional information.
- Place any stickers or stamps on the form i.e. featuring addresses or dates.
- Use correction fluid on the form.
- Allow text to cross the edges of the boxes on the application form.
- Put a line through a section of the form or state a field is 'not applicable', if it's not relevant please leave blank.
- Send in any original or copies of identity documents with the Disclosure application form.

What to do with their PVG forms once they've been completed?

Once an application form is completed it will need to be sent to the Membership & Groups Officer at Folk Office to be checked for any inaccuracies, countersigned and sent off to Volunteer Scotland for processing.

The Membership & Groups Officer will double check the form to make sure there are no inaccuracies. If any are found the member will be contacted directly by either phone or email. If no response is received after 5 days a second attempt will be made. The form will be sent back to the member if no answer has been received after a total of 14days.

What do Disclosure Scotland do with the forms?

Disclosure Scotland receive on average 70,000 forms a week and each one is given a preliminary check for errors or omissions. Around 10% of all forms are not completed correctly and have to be returned. Make sure yours is not one of them!! The details of all applications are then transferred electronically on to a secure computer system and the searches begin with 24hrs of receipt.

What do PVG & DBS check?

The first search is against the information held on the Police National Computer (PNC). This part of the process take up to 10 days. The PNC holds all convictions, cautions, reprimands and warnings in England and Wales and most of the relevant convictions in Scotland. Plans are being made to supplement these records with criminal convictions from Northern Ireland.

Woodcraft Folk members in England and Wales also have their details checked against the Protection of Children Act (POCA) list, and any information held under Section 142 of the Education Act 2002 (formerly list 99).

In Scotland, the Protection of Children (Scotland) Act 2003 (PoCSA), makes it compulsory for those being appointed to childcare positions as defined in Schedule 2 of PoCSA (as of 11/04/05) to be checked against the Disqualified from Working with Children List (DCWL).

- **In England and Wales, when all checks are completed the disclosure is printed and the certificate will be dispatched to the member only.**
- **The DBS aims to issue 90% of all Enhanced checks in 28 days and Standard checks in 10 days.**

- **In Scotland once the checks are completed the PVG certificate will be printed and dispatched. One copy is sent to the member and the other to Folk Office.**

6. Verifying Identification for DBS (England & Wales)

Membership Secretaries play an important role in the provision of the Disclosure service, in particular you need to:

- Check and validate the information provided by the applicant on the application form.
- Establish the true identity of the applicant, through the examination of a range of documents as set out in the guidance
- Ensure that the applicant provides details of all names by which they have been known and all addresses where they have lived in the last 5 years.
- Ensure the application form is fully completed and the information it contains is accurate.

Please note that the DBS online system will automatically guide you through this process and will not allow you to proceed without proper checking. However you must ensure the following:

- 1. You must only accept valid, current and original documentation.**
- 2. You must not accept photocopies.**
- 3. You must not accept documentation printed from the internet e.g. internet bank statements.**

ID checking good practice

1. When reviewing forms of identification (e.g. name, date of birth, address etc.) please cross-reference the information with that provided by the applicant.
2. You should where possible, ask for **photographic identity** (e.g. passport, new style driving licence, etc. and for this to be compared against the applicant's likeness/appearance)
3. All documents must confirm the applicant's current name as recorded.
4. One documents **must** confirm the applicant's **date of birth** as recorded.
5. You must see at least one document to confirm the applicant's **current address** in Section A.
6. The applicant must provide a **full and continuous** address history covering the last 5 years. Where possible you should seek documentation to confirm this address history.

Guidance on the type of ID to be used to verify identity for a DBS application is provided online or the reverse of the 'DBS online – ID checking' form.

List of Identity Documents you can verify for a DBS application

Group 1 – Primary Trusted ID	Group 2a – Government/State Issued documents	Group 2b – Financial /Social history documents
<ul style="list-style-type: none"> • Current valid Passport. • Current Driving Licence (UK) <i>(Full or provisional) Isle of Man /Channel Islands; Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).</i> • Birth Certificate issued at the time of birth 	<ul style="list-style-type: none"> • Current UK Driving licence <i>(old style paper version).</i> • Current Non-UK Photo Driving licence • Birth Certificate (UK) issued after the time of birth • Marriage/Civil Partnership Certificate • Adoption Certificate • HM Forces ID Card • Fire Arms Licence <i>(UK and Channel Islands).</i> 	<ul style="list-style-type: none"> • Mortgage Statement (UK or EEA) • Bank/Building Society Statement /Opening Confirmation Letter • Credit Card Statement • Financial Statement • P45/P60 Statement • Council Tax Statement • Work Permit/Visa (UK) • Letter of Sponsorship from future employment provider <i>(Non-UK/Non-EEA only)</i> • Utility Bill <i>Not Mobile Telephone</i> • Benefit Statement • A document from Central/ Local Gov/ Government Agency/ Local Authority • EU National ID card • Letter from Head teacher <i>(16/17yrs only)</i>

7. Verifying ID for PVG (Scotland only)

As part of your role in supporting a member complete a PVG application form it is also your responsibility to ensure the person completing the application form is who they say they are by checking their identification and completing the coversheet. The minimum identification you must check is either one document with a photograph and one document with their current home address or 3 documents (not photographic), 2 of which must have their current home address.

The followings lists are provided for your guidance. As Membership Secretary you should seek evidence of identity from amongst the items suggested. If you're in doubt as to what to check please contact us at info@woodcraft.org.uk.

Range of possible photographic verification that may be used:

1. Passport (e.g. UK or other country);
2. Driving Licence with photograph;
3. Other forms of photo ID – Current UK Government Department pass/card, Employee ID Card, NHS Scotland ID card, Armed Forces ID card, National Union Student ID, Univeristy ID, Young Scot Card

Range of possible Address verification documentation that may be used:

Please note that the address information should detail the current address.

1. Bank or Building society statement (**within the last 3 months**)
2. A Utility bill (**within the last 3 months**)
3. Credit or store card statement (**within the last 3 months**)
4. Financial statement (e.g. mortgage, personal loan, ISA) (**within the last 3 months**)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment services, central or local/government departments) (**within the last 3 months**)
6. Pension or other benefit books
7. Visa
8. Work permit
9. Driving Licence without photograph

Where you cannot provide Photographic evidence of Identity i.e. passport

If the applicant does not have the required documentation for photographic evidence then they should supply a passport sizes photograph and a letter signed and dated by a responsible person (school guidance teacher, minister of religion, line manager etc) which states **“I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time]. Sign, insert address and date.”** Please note this letter should not be completed by the same person countersigning the CRBS multiple coversheet.

Photographic Driving Licence – The new style photographic drivers licence which contains address information would satisfy as evidence of either photographic evidence or present address verification. **Please note you cannot use a photographic driving Licence to prove both identity and home address on the same PVG application.**

Completing PART E of the PVG application, CRBS coversheet and Woodcraft Folk ID Declaration form (Scotland only)

Membership Secretaries in Scotland need to complete PART E of the PVG application form noting the ID they have witnessed. They will also need to complete the CRBS cover sheet listing the names of all the applicants. All other parts of the form will be completed by the Membership & Groups Officer. The coversheet is submitted to the CRBS along with the PVG application forms.

As well as completing the coversheet the Membership Secretary also has to complete the Woodcraft ID declaration form. This form is confirmation to the Membership & Groups Officer (countersignatory) based at Folk Office that the applicants ID was verified in accordance with the CRBS guidance. Examples of both forms can be found in the appendices.

Please be aware that the processing can take some time during the applicant should not be taking sole responsibility of children and young people at this time. A certificate will be issued to the applicant and Folk office. The information contained within it will be considered in line with our Members Screening policy and our Recruitment of ex-offenders.

Types of ID and what to look out for both DBS & PVG

How can I check Driving Licence?

Do not accept licences, other than those stated in the list of valid identity documents. English, Welsh and Scottish driving licences numbers contain information about the applicant's name, sex and date of birth. This information is written in a special format but can be gleaned and matched against the information provided by the applicant in Section A.

An example format of a driving licence number below.

**ROBIN 7 5 7 0 2 5 CJ99901
NNNNN YM MDDY IICCCCC**

N = 1st five letters of the surname (if the surname begins MAC or MC it is treated as MC for all)

Y = YEAR of birth

M = Month of birth (In the case of a female, the number represented by the first M will have the value 5 added to the first digit e.g. a female born in November (i.e. 11) would display '61' in the MM boxes) or if born in February (i.e. 02) would display '52').

D = DAY of month of birth.

I = Initial letter of the first two forenames – of only one, then 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one had been provided in Section A line 3.

C = Computer generated.

Please note, for Northern Ireland driving licences number is in a different format. The licence number is unique to the driver and the 'name' or 'date of birth' validation, as shown above, cannot be used.

Do not accept licences from British dependencies (e.g. Gibraltar, Channel Islands and Falkland Islands)

How do I check for indicators of fraud?

Always check for signs of tampering when checking identity documents. Documents should be queried if they display any signs of damage especially in the areas of personal details such as the name and the photograph. The following guidelines should help you look out for any suspicious signs when authenticating documents.

Checking a passport

Check the general quality and condition of the passport. Treat it with suspicion if it is excessively damaged; accidental damage is often used to conceal tampering. Photographs should be examined closely for signs of damage to the laminate or for excessive glue or slitting of the laminate; these signs would indicate photo substitution. If the photograph appears excessively large, this might indicate an attempt to hide another photograph underneath. There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph. Check there is no damage to this area. If the passport is from a foreign national, you can still follow the same general procedures as above.

Checking a photo driving licence

Examine the licence for evidence of photo tampering or any amendment of the printed details

Checking an old style driving licence

Remove the document from the plastic wallet and check that it is printed on both sides. It should have a watermark visible by holding the licence up to the light and there should be no punctuation marks in the name or address. The 'Valid To' date should be the day before the bearer's 70th birthday (unless the bearer is already over 70). The 'Valid To' date can therefore be cross referenced with the applicant's date of birth.

Checking a birth certificate

Birth certificates are not evidence of identity, and are easily obtained. Although certificates issued at the time of birth may give more confidence that it belongs to the individual, unlike a recently issued certificate they will not show if any information has been corrected or superseded by a new registration. Check the quality of paper used; genuine certificates use a high grade. There should be a watermark visible when the document is held up to the light. Any signs of smoothness on the surface would indicate that original text might have been washed or rubbed away. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.

Checking an EU photo identity card & HM Forces ID card

Examine the card for evidence of photo tampering or any amendment of the printed details.

Checking a firearms licence

Check the licence is printed on blue security paper with a Royal crest watermark and a faint pattern stating the words 'Home Office'. Examine the licence for evidence of photo tampering or any amendment of the printed details, which should include home address and date of birth. The licence should be signed by the holder and bear the authorising signature of the chief of police for the area in which they live, or normally a person to whom his authority has been delegated.

Other forms of identification

Ensure all letter and statements are recent, i.e. within a 3 month period. Do not accept documentation printed from the internet. Check letter headed paper is used, Check letter headers are correct and all documentation looks genuine. The address should be cross reference with that quoted in Section A.

8. Supervised Members

In line with changes to the DBS regulations it is now possible for some volunteers to be supervised, and therefore not required to complete a DBS application. A named supervisor or supervisors must be identified to support these volunteers. One of the named supervisors must be present during any activity they are engaged in. Supervision includes:

- Getting individuals to complete a safeguarding declaration
- Giving a clear role and task to the volunteer
- Confirming what is expected behaviour
- Ensuring the volunteer remains in the group setting and does not engage in one to one support activity
- Offering feedback to the volunteer
- Asking someone to leave if they are not meeting the expectations laid down in Woodcraft Folk's Code of Conduct

Supervised, occasional or one-off volunteers who have not completed an Enhanced DBS or PVG application must be supervised by a named individual who is a current member of Woodcraft Folk with a current DBS or PVG scheme membership.

Only volunteers and staff who have undergone an enhanced DBS or PVG scheme membership can undertake the following activities:

- Attend camps or residential events
- Supervision of toileting or changing
- Personal care tasks – cleaning, nappy changing
- Giving medication

Managing supervised members & Supervisors

All supervised members & supervisors in your District must be identified. The Membership Secretary should notify Folk office for our records. Any changes to roles should be reported to Folk Office immediately. Feel free to email membership@woodcraft.org.uk or telephone the Member & Groups Officer on 020 7703 4173.

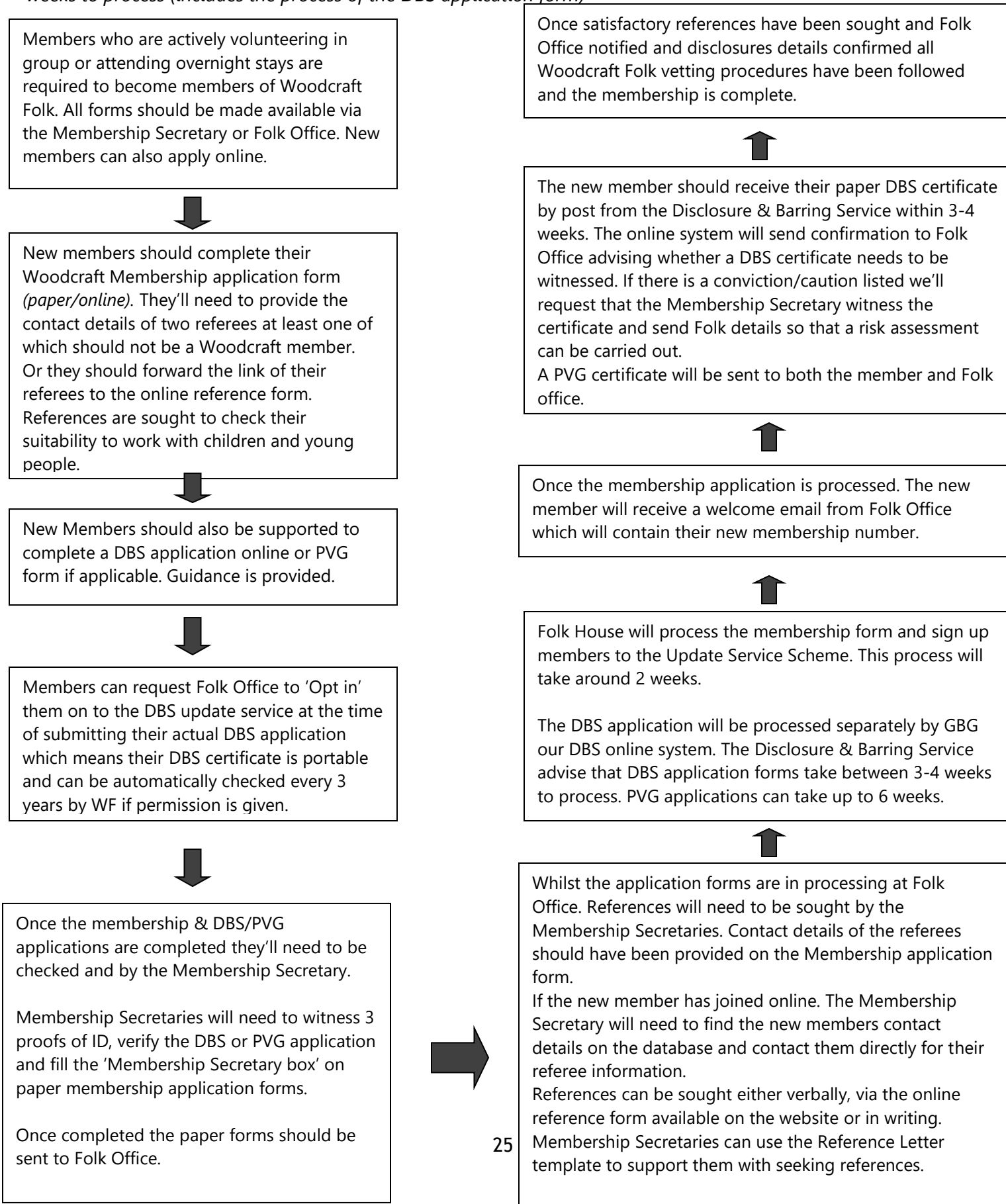
New members who are to be supervised must complete the relevant sections on the '**new membership application form**'.

If a supervisor has lapsed membership or DBS they will be unable to continue their role as supervisor unless they renew. Folk Office will contact both the District & the Supervisor if this occurs. The Membership Secretary should ensure that a new Supervisor is identified or request that the supervised member completes a DBS application.

Folk Office will periodically contact both Supervisors & Supervised members to check for any changes in role and advise them on the responsibilities they can currently undertake in line with our safeguarding policy and procedure.

9. The Membership Process Overview/Timeline

Folk Office advise Membership Secretaries that the membership process for each individual takes a minimum of 6 weeks to process (includes the process of the DBS application form)



10. Membership Secretary Resources

Being the Membership Secretary is an important role within a district. We've created the following resources to support you in your role:

Membership Database

All District Membership Secretaries have access to the Woodcraft Folk Membership database. This means you can now log on to the website at www.woodcraft.org.uk, click through to the Woodcraft Folk membership database ('CiviCRM'), and check your District members for their membership expiry dates, what stage their DBS is at, and update their contact details etc.

Guidance on how to use these online Membership database is available in the appendices. We've also a pre-recorded training webinar 'Introduction to the Membership database' available on the website. www.woodcraft.org.uk/training-webinars

If you aren't sure of your login details, you can generate a new password by clicking 'request new password' in the dark green box in the top right of the website or contact Folk Office.

Membership Secretaries Newsletter

We endeavor to keep in touch with all Membership Secretaries on a termly basis via an e-newsletter. The newsletter is our way to keep you all up to date with changes to the DBS process, membership and gentle reminders.

Membership Secretaries are encouraged to input to share good practice, tips, feedback etc. If you would like to add an article to the newsletter email membership@woodcraft.org.uk.

**Website - www.woodcraft.org.uk/resources, www.woodcraft.org.uk/online-reference
www.woodcraft.org.uk/membership-secretary & www.woodcraft.org.uk/dbs-online**

The resources section on the website has a wealth of information and forms that can be downloaded. For example membership and renewal forms, guidance on how to complete a DBS, and direct debit mandate forms etc.

We encourage you all to check the website as we're sure it will answer almost all of your queries.

Membership & Groups Officer & the Central Staff team

Folk Office is open Monday – Friday 9am to 5pm.

Telephone lines are available Monday 9am-5pm and Tuesday-Friday 2pm-5pm.

All general enquiries email info@woodcraft.org.uk

To contact the Membership & Groups Officer membership@woodcraft.org.uk

All other staff: www.woodcraft.org.uk/woodcraft-folk-staff

11. Membership Secretaries Handbook – Example of Forms APPENDIX

- 1) [New Members Application Form](#) *(referenced page 6,7,8, 22 & 23)*
- 2) [Reference Request letter template](#) *(referenced page 8,9 & 23)*
- 3) [Reference Notification sheet](#) *(referenced page 8, 9, 23)*
- 4) [Example of a PVG application form](#) *(referenced page 10, 11, 12, 18 & 19)*
- 5) [Example of an Existing PVG member application form](#) *(referenced page 11)*
- 6) [Guidance on completing a new PVG application form insert](#) *(referenced page 18 & 19)*
- 7) [Guidance on completing Existing PVG member application form insert](#) *(referenced page 10)*
- 8) [DBS Returns Form](#) *(referenced page 13)*
- 9) [DBS Update Service Check Form](#) *(referenced page 13)*
- 10) [PVG Coversheet \(Scotland only\)](#) *(referenced page 3, 18 & 19)*
- 11) [Woodcraft Folk ID declaration form \(Scotland only\)](#) *(referenced page 3, 18 & 19)*
- 12) [Guidance on how to use the Membership Database](#) *(referenced page 20)*
- 13) [Vetting procedures –DBS & a guide to Supervised Volunteers](#) *(referenced page 2,4,10 & 22)*
- 14) [Confidentiality and Data protection](#) *(referenced page 2, 3, 13)*
- 15) [Members Screening Policy](#) *(referenced page 2, 3, 13)*
- 16) [Recruitment of Ex-Offenders Policy](#) *(referenced page 2, 3, 13)*
- 17) [Volunteer Policy](#) *(referenced page 2, 3)*
- 18) [DBS online guidance for Membership Secretaries](#) *(referenced page 10 & 11)*
- 19) [Reporting and Record Keeping guidance](#) *(referenced page 10)*